

JOB CONTROL ELEMENT

1. Mission Statement. The Job Control Element is responsible for directing and controlling maintenance, performing systems support, acting as communications focal point, planning and scheduling maintenance, reviewing and analyzing historical data, verifying/processing emergency assistance request, processing time compliance technical orders, processing preplanned actions, scheduling time change actions, reviewing and processing depot level maintenance requirements, scheduling quality assurance special evaluations, maintaining equipment listings, preparing system activity plans, coordinating maintenance support from outside agencies, and provides guidance and support for the unit Consolidated Automated Maintenance system (CAMS) data base management terminals. It is also responsible for trend analysis and reporting as required.

2. Applicability. This AFMS Element does not apply to the following locations:

- 2.1. Dover AFB DE
- 2.2. Charleston AFB SC
- 2.3. Cannon AFB NM
- 2.4. Davis Monthan AFB AZ
- 2.5. Moody AFB GA
- 2.6. Pope AFB NC
- 2.7. Columbus AFB MS
- 2.8. Laughlin AFB TX
- 2.9. Reese AFB TX
- 2.10. Vance AFB OK

3. Core Composition. This element was developed for the Job Control Element to support a communications squadron at an objective wing having a population of 3,055 authorizations.

- 3.1. Core Element Manpower Required. 5
- 3.2. Core Range. 3 - 9
- 3.3. Programming Factor. Systems Flight Authorizations.

4. Standard Data:

No. of Pages: 6
OPR: AFMEA/PLDM
OCR: AFCOMMET/MOMC
Distribution: F

4.1. Classification. Type III

4.2. Approval Date. 1 March 1993

4.3. Man-hour Data Source. Workshop

4.4. Man-hour Equation. See Manpower matrix

4.5. Workload Factor:

4.5.1. Title. Authorized Manpower in Systems Flight.

4.5.2. Definition. Authorized Manpower in the Base Communications Systems Flight. Do not include Systems Overhead or Systems Support.

4.5.3. Source. The Unit Manpower Document (UMD).

4.6. Study Team:

4.6.1. Study Leader. Mr. William L. Carmack, AFCOMMET/MOMM.

4.6.2. Functional Representatives.

4.6.2.1. CMSgt Barry Mackey, HQ AFCC/SY

4.6.2.2. CMSgt Ed Platt, HQ AFCC/SY

4.6.2.3. CMSgt Virginia Boucher, HQ ATC/SC

4.6.2.4. CMSgt Robert Moyer, HQ AMC/SC

4.6.2.5. CMSgt Douglas Schuler, HQ AMC/SC

4.6.2.6. CMSgt Michael Carter, HQ ACC/SC

4.6.2.7. SMSgt Jack Snow, HQ AFCC/SY

4.6.2.8. SMSgt Bernard Lichvar, HQ AMC/SC

4.6.2.9. MSgt Donald Holloway, HQ ATC/SC

4.6.2.10. MSgt Danny Melton, HQ ACC/SC

4.6.2.11. TSgt Richard Akers, AFCOMMET/MOMM

4.6.2.12. TSgt Steven Glaab, HQ AMC/SC

4.6.2.13. Mr Leo Desmond, HQ AMC/SC

4.6.3. Program Manager. MSgt Dennis Deas, HQ AFMEA/MEMS

5. Application Instructions.

5.1. Determine the number of authorized manpower in the manpower Systems Flight.

NOTE: To determine Systems Flight manpower authorizations during the period prior to realigning the current UMD to the Objective Wing structure, use the instructions below:

FAC 26XXXX. Count all FACs except 260000, 261000, 261100, and 262000

FAC 38XXXX. Count only FACs 383XX, 385XX, 386XX, 387XX and 389XX.

5.2. Determine the Core Authorizations by using the matrix below.

AUTHORIZED SYSTEMS CORE

FLIGHT POPULATION	AUTHORIZATIONS
25 -75	4
76 -150	5
151 - 250	6
251 - 350	7
351 - 450	8
451- PLUS	9

5.3. Use the manpower table at Attachment 2 to determine the skill and grade distribution of the computed requirement.

6. Statement of Conditions. This element was developed to provide job control support at a standard level of service of 8 hours a day/5 days a week. Any increase or decrease in hours of support will be a variance and further justified based on specific mission, technology, or environmental factors. This element has no environmental conditions that impact its ability to perform work identified in the Element Description.

PUBLISHED UNDER THE AUTHORITY OF THE SECRETARY OF THE AIR FORCE

3 Atch

1. Element Description
2. Standard Manpower Table
3. Process Analysis

ELEMENT DESCRIPTION**JOB CONTROL****1. JOB CONTROL:**

- 1.1. **DIRECTS AND CONTROLS MAINTENANCE.** Directs and monitors actions to restore systems and updates status.
- 1.2. **PERFORMS SUPPORT OF SYSTEMS.** Prepares/presents briefing, develops/maintains guidance, maintains personnel availability roster, performs weather/notice to airman (NOTAM) facility support, maintains trainer inventory, utilization and status summary report, monitors equipment status report, maintains vehicle status, monitors voice/data trouble calls, verifies supply requests, and manages the cannibalization program.
- 1.3. **ACTS AS COMMUNICATION FOCAL POINT (CFP).** Receives and analyzes input, submits reports, initiates and implements local requirements, and establishes qualification program for alternate CFP.
- 1.4. **PLANS/SCHEDULES MAINTENANCE.** Reviews, reconciles and updates maintenance requirements and CAMS data.
- 1.5. **REVIEWS AND ANALYZES HISTORICAL DATA TO ENSURE MAXIMUM USE OF SCHEDULED MAINTENANCE.**
- 1.6. **VERIFIES/PROCESSES EMERGENCY ASSISTANCE REQUEST.**
- 1.7. **PROCESSES TIME COMPLIANCE TECHNICAL ORDER(TCTO).** Reviews, processes, and schedules TCTO requirements and completions and updates maintenance data.
- 1.8. **PROCESSES PREPLANNED ACTION.** (i.e. Flight checks, scheduled MDM, major software releases, generator test)
- 1.9. **SCHEDULES TIME CHANGE ACTION.**
- 1.10. **REVIEWS AND PROCESSES DEPOT LEVEL MAINTENANCE REQUIREMENT.**
- 1.11. **SCHEDULES QUALITY ASSURANCE SPECIAL EVALUATION.**
- 1.12. **MAINTAINS EQUIPMENT LISTING.** Reviews maintenance data changes, updates data base, and distributes CAMS product.
- 1.13. **PREPARES SYSTEM ACTIVITY PLAN.** Receives and coordinates input and prepares scheduled operation and maintenance plan.
- 1.14. **COORDINATES MAINTENANCE SUPPORT FROM OUTSIDE AGENCY.**
- 1.15. **UNIT CAMS DATA BASE MANAGEMENT.** Provides user guidance and support, coordinates with host data base manager, performs automated data processing equipment custodial responsibilities for CAMS terminals.
- 1.16. **PERFORMS TREND ANALYSIS AND REPORTING.** Determines the performance status of networks and systems using statistical analysis for Comm Unit services. Performs trend analysis. Compiles and reports system trends e.g., circuit reliability, system reliability, system response times, system/hardware utilization (CPU, memory, thruput, etc.), system availability.
- 1.17. **PERFORMS CUSTOMER SERVICE.** Process periodic surveys and distributes as appropriate. Follow-up on survey feedback. Provide assistance as required and processes referrals.

PROCESS ANALYSIS SUMMARY

	WHOLE MAN-HOURS	MANPOWER
JOB CONTROL	675.44	5
ELEMENT TOTAL	WHOLE MANPOWER	5